

TCU TRANSFER CHECK OFF SHEET

Student _____ Student ID No. _____

Sending Center _____ Receiving Center _____ Date Sent _____

PLEASE SEND ALL INFORMATION TO THE TCU POTOMAC TRAINING PROGRAM AT ONE TIME BY OVERNIGHT MAIL.

The following information is required by the Potomac Job Corps Center prior to a student's transfer to TCU:

1. **Medical folder – in a separate, sealed envelope that will be reviewed only by the Health Services Department on Center. This should include:**

- ☐ All chronological records of medical care (nursing notes)
- ☐ Any/all record of current physical exam SF88 and current immunization records
- ☐ HIV test on admission
- ☐ RPR and PPD within last year
- ☐ Hematocrit/Hemoglobin result within last year
- ☐ All TEAP (AODA) notes and drug screen results
- ☐ Mental health service report, if any, or notation that no mental health concern identified during current enrollment
- ☐ Dental Exam – must be a priority 3 or 4
- ☐ If there are any significant or chronic medical problems, please send a progress note (SF600) or any information about it

2. **Other information needed – not sealed:**

- ☐ Current Student Profile (ETA 6-40) updated with leave, accountability, incidents, ESPs, and pay levels
- ☐ Data Sheet (ETA 6-52)
- ☐ Copy of GED or High School diploma
- ☐ Separation Advance Report
- ☐ Copy of Last two ESPs (Evaluation of Student Progress)
- ☐ Copy of Social Skills TAR
- ☐ Recommendation letter from an instructor, a counselor or the Center Director

All of the above student material needs to be sent by overnight mail in one package to Ms. Christine Short, Lead Field Educational Representative, Potomac Job Corps Center, Building #11, #1 DC Village Lane, SW, Washington, DC 20032. Phone (202) 373-3118.

If **ALL** of the information is not received by Ms. Short, the student's acceptance into the Potomac Job Corps Center and TCU will be delayed.

I certify that all of the above documents are enclosed:

Sending Center Staff Member Date

Phone Number _____